

DD/A Registry

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21 JUL 1982

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Director, Office of External Affairs
Director of Personnel

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Luncheon Briefings for the Brookings Institution's
Conference for Business Executives on Federal
Government, 1982/1983

1. The Brookings Institution has extended an invitation for Agency participation in their Conference for Business Executives on Government Operations. This is to request that you and your Deputy serve as hosts, on a rotating basis, at 16 luncheon briefings in 1982/83. We also ask your cooperation in identifying members of your staff to participate as table hosts and discussants in the briefings.

2. Dates for the 1982/83 programs are attached. The format for the programs will continue as in the past: luncheon in the Executive Dining Room at 1200 hours, followed by a briefing in the DCI Conference Room at 1300 hours concluding at 1400 hours. You or your Deputy would serve as hosts for the sessions, with middle- to senior-level Agency officers participating as luncheon table hosts and discussants during the briefing. The latter will consist of a 10 to 15 minute overview of the CIA and the Intelligence Community by the host, followed by a question and answer period in which the Agency discussants, selected for their geographic and functional expertise, will participate by answering questions from the Brookings Conference visitors. The cost of the luncheons are borne by the Brookings Institution.

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3. I hope that these programs will continue to receive your support. Will you please forward a list of discussants with titles, geographic areas of expertise, office mailing addresses and telephone extensions to [redacted] OTE Special Programs Officer, 1036 Chamber of Commerce Building. Your Executive Officer should contact [redacted] regarding preparation of these lists. She may be reached on extension [redacted]

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Harry E. Fitzwater

Attachment: As stated

REFERENCE

The dates for the 1982/83 Brookings Luncheon Briefings are as follows:

1 October 1982
8 October 1982
22 October 1982
12 November 1982
10 December 1982
11 February 1983
18 February 1983
11 March 1983
25 March 1983
8 April 1983
29 April 1983
13 May 1983
27 May 1983
10 June 1983
24 June 1983
15 July 1983